Booth Credit Card Payments

Both volunteers and Girl Scouts can accept payments at a booth using the Digital Cookie Mobile App. Review the Mobile App Tip Sheet for step-by-step instructions.

Users will start by downloading the Digital Cookie Mobile App from the iTunes or Google Play store after setting up their Digital Cookie site on a web browser. The same email and password used to access Digital Cookie is the same to login to the mobile app.

Booth credit card payments will be visible in the Digital Cookie app and visible in Smart Cookies.

In the Digital Cookie app:

Step 1: Navigate to All Orders to view the orders that are visible by delivery method.

Step 2: See order details. Click the green arrow next to the order, the details will appear. Cookies should only be given to customers at a booth if you see the order confirmation screen after entering the order.

You can navigate to the Financial Transactions page to view the payments. All booth credit card payments will appear with a transaction number starting with BT. These payments will also be visible in the Troop Balance Summary Report.